

CHECKLIST FOR DEPARTMENT FURNISHED MATERIAL

- ☐ Department Furnished Material should be requested by one of the following; the Regional Traffic Engineer, the DE, the Project Manager, and or the Design Engineer. The request must be in letter or memo format (not an e-mail) to Mike Lessard and copy Mohamed Youssef.
- ☐ The DFM request must indicate if the project will be federally funded or not. If it is federally funded approval must be obtained from the State Traffic Engineer (Mike Manthey), or the FHWA project administrator.
- ☐ Mike Lessard approves the use of DFM, the warehouse file should have a copy of the request and approval letters for your files as well as the C&S notification letter.
- ☐ At 60% and 95% the designer should provide a list of the DFM based on the information in the plans.
- ☐ When plans are sealed and signed, and project advertises, send or hand carry a "Final" estimate, sealed signal plans and Special Provisions to Glenn Mara.